

**Please Post Conspicuously**

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Building Services**

***Building Maintenance Mechanic***

**\$42,801 - \$50,621**

**DATED: August 5, 2023**

**LAST DATE TO FILE: August 18, 2023**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves a variety of building maintenance and repairs of a skilled nature. Work involves the responsibility for planning, directing and overseeing the efficient and economical operation of a county building(s). Supervision is exercised over custodial and maintenance personnel involved in upkeep of building(s). Work is performed under the direct supervision of the Building Maintenance Supervisor and general direction of the Director of Building Services, with leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Develops and schedules a preventive maintenance program designed to retain a county building(s), ground and equipment in safe operating condition;
- Oversees assigned staff in the safe and efficient cleaning, maintenance and operation of a county building(s) and grounds;
- Supervises and participates in the maintenance and repair of air conditioning, heating, plumbing and other related electrical and mechanical equipment;
- Maintains appropriate records for all maintenance operations;
- Makes periodic inspection of buildings and grounds to insure proper and efficient operation;
- Identifies mechanical and/or structural deficiencies and makes recommendations concerning the correcting of these conditions including an estimate of the cost;

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of modern building and grounds operation, maintenance and repair practices; good knowledge of the operation and maintenance of heating, air conditioning, ventilating, electrical and plumbing systems and mechanical equipment; ability to read and comprehend plans, diagrams and specifications; ability to plan and to supervise the work of others; ability to prepare and maintain written records and reports; ability to follow written and oral directions; ability to maintain the cooperation of others; initiative; sound judgment; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associate Degree, or higher, with a major concentration in one of the following areas: electrical technology, plumbing, heating and air conditioning, or building construction and one (1) year of satisfactory experience in the maintenance or construction of large scale buildings; or
- (b) Graduation from high school or an equivalency diploma with three (3) years of experience in the maintenance or construction of large scale buildings; or
- (c) An equivalent combination training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENTS:**

A valid New York State driver's license and acceptable driving record is required at time of appointment. A valid New York State driver's license must be maintained during employment.

**CLASSIFICATION:** Non-Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyemployment.com](http://www.otsegocountyemployment.com)